

**Olympian High School
Common Senior Experience
2013 – 2014**

How to schedule Fundraisers/Activities

All organizations or student groups sponsoring any type of fundraiser or activity at Olympian High School and outside Olympian High School must have it scheduled with and approved by the ASB and the Assistant Principal of Student Activities, Mrs. Grossman.

Fundraising/Activity dates cannot be scheduled more than three months in advance and no less than two weeks in advance.

You may not start any fundraiser or activity without the approval of the ASB. If a fundraiser is held without ASB's approval, 20% of the profit will go to the ASB general account.

Once your group has decided to have a fundraiser/activity, it must be scheduled using the *Common Senior Experience Fundraiser/Activity Form* located in the ASB or with your English teachers. You must coordinate building use *i.e. it doesn't do any good to get a talent show approved when the MPR is already being used that night by a different group.* Check with Mrs. Grossman in the ASB office on the availability of the space you would like to use before you schedule your activity (spaces include but are not limited to the seminar room, the MPR, the PE classroom, the gym, the football field, the track field, the soccer field, the dance room, the wrestling room, the pavilion, etc.....)

Should more than one fundraiser/activity request permission on the same or similar event be received on the same day, the priority for scheduling will be a first come first serve basis. Make sure the ASB stamps the date and time on your form.

Once approved Mrs. Grossman will e-mail your English teacher and e-mail you.

Remember all monies collected from these sales must be turned into your class trust account with proper documentation (ex: receipts, ticket reports, concessions, etc...) see Mr. Jerrold Espino in the ASB for clarification.

- **You may NOT reimburse yourself under any conditions.**
- **There are NO "out of pocket expense" reimbursements.**
- **Events with a net income of \$1000.00 or more must fill out the revenue potential (see Mrs. Grossman for a different form)**

